

## **THE BOARD OF FIRE COMMISSIONERS**

### **FIRE COMMISSIONER EXPENSES**

#### **Purpose:**

To establish policy and guidelines for the payment and/or reimbursement of Commissioner expenses for District activities.

#### **References:**

RCW 52.14.010(2)(a), (b), *Compensation and Expenses*

Policy 2741, *Travel Expenses*

Policy 2742, *Non Travel Expenses*

#### **Responsibility:**

The Finance Specialist shall process travel expenses consistent with the provisions of this policy and policies 2741 and 2742.

#### **Policy:**

A 'Travel Expense Fund' budget amount will be established each year as part of the budget process. The Board may adjust this amount as necessary. Each Commissioner will be allocated one-fifth of the established funds for the year for expenses incurred by the Commissioner in pursuit of District related activities as allowed by state law. The District shall reimburse Commissioners for reasonable expenses incurred in the conduct of District business up to the limit of the Commissioner Travel Expense Fund balance.

Commissioners will receive no reimbursement for a travel destination less than five miles from the Commissioner's District residence.

No Reimbursement for lodging or meals will be made within 50 miles of the District boundary unless they are in conjunction with:

- ✓ Meetings with other governmental agencies
- ✓ Professional conferences/organization meetings
- ✓ Job related training and seminars

Any Commissioner attending a conference, seminar or training session shall advise the Board on the information obtained. Relevant materials from the event shall be made available to the Board and District personnel and maintained as a reference file.

Specifics for travel related expense reimbursement is provided by Policy 2741.

Miscellaneous expenses unrelated to travel will be processed per Policy 2742.